Formatting Text

Do Not

- Use any automatic Word formatting
  - Including: outline text styling, headings, numbered lists, bulleted lists, headers/footers, hidden text, etc.
- Emphasize text with <u>underline</u> or ~~strikethrough~~
- Utilize hyperlinks within the file
- Create multiple documents within one file
- Include any double spacing between words or punctuation
- Include a space between the section symbol and rule number
  - Correct: §74.1
  - Incorrect: § 74.1

Do

- Italicize *Texas Register* as a publication title
- Ensure the Word formatting style is set as "Normal"
- Use any font, justification or line spacing
- Demonstrate emphasis through *italic*, ALL CAPS or bold text
  - Always ensure to continue the emphasis through the punctuation immediately following the word/phrase
    - Example: *Texas Register,* including the comma, should be italicized text

Creating File

File Name Guidelines:

- Under 10 characters
- No spaces
- No periods
- Only Word documents .doc/.docx

Upload file(s) with the submission form on the liaison center

Including Graphics

Graphics are always created as a separate file.

Cite "figure" at the appropriate spot within the file

Cite the graphic file name in the comments section on the submission form and upload with the miscellaneous file

Deadline

Wednesday @ NOON

Holiday exceptions may be found on the Texas Register page of the SOS website, under Liaison General Info, [publication schedule](#)

Assistance

Detailed instructions may be found on the Texas Register page of the SOS website, under Liaison General Info, [Liaison Center Training Information](#)

For assistance at any point in the submission and publication process, reach out to the Texas Register staff via phone or email: register@sos.texas.gov *512.463.5561*